



Eau Claire
PARKS, RECREATION, & FORESTRY

City of Eau Claire

2016

SPECIAL EVENT APPLICATION

915 Menomonie Street

Eau Claire, WI 54703

Phone: 715-839-5032

Fax: 715-839-1685

Email: pr@eauclairewi.gov

Website: www.eauclairewi.gov/pr

☐ NEW EVENT ☐ REPEAT EVENT ☒ REPEAT EVENT WITH CHANGES (Write what changes in the description below.)

SUMMARY OF EVENT

EVENT INFORMATION
Date of Application: 11-12-15
Name of Event: Clearwater Winter Parade + Celebration
Date of Event: Saturday, December 17, 2016
Name of Sponsoring Organization: Community Parks Association + City of Eau Claire
☒ Non-Profit Group-Tax Exempt #: 23-7027184
☐ For Profit
☐ Other please describe:

CONTACT INFORMATION
Contact person for event: Dawn Comte
Address: 915 Menomonie Street
City/State/Zip: Eau Claire WI 54703
Work Phone: 715-839-3894 Home Phone: 715-828-6498
Cell Phone: 715-828-6498 E-mail: dawn.comte@eauclairewi.gov

EVENT DETAILS
Estimated Daily Attendance for this event: 4000
Estimated Total Attendance for this event: 4000 No Spectator Fee
Your charge, entry fee or donations to participants for your event: \$15-\$75 Parade Entry Fee
Location(s) of Event: Reference Maps (Parade Route + Hobbs Site Plan)
Time Set Up Begins: 3:00pm both parade route and Hobbs Ice Center
Time Event Begins: Parade 5pm + Hobbs 6pm Time Event Ends: 6pm Parade / 8pm Hobbs
Description of Event: Winter Light Parade followed by indoor/outdoor activities at Hobbs Ice Center. Firework display will kick-off parade at 5pm
Contact Person on Day of Event and Cell Phone Number
Dawn Comte 715-828-6498

HOLD HARMLESS

The applicant agrees to hold harmless, indemnify and defend, at no cost to the City, the City of Eau Claire, its employees, agents, representatives and elected city officials, for any and all claims, demands, suits, losses, costs, expenses (including attorney fees), or any other type of damages, that result from the Special Event.

Applicant is responsible for any and all losses or claims that are in any way connected to their Special Event.

I also certify by my signature below that I am a duly qualified representative of my organization and authorized to sign this hold harmless agreement.

Authorized Applicant Signature: Dawn Comte Date: 11-12-15

EVENT INFRASTRUCTURE

Please check the following applicable items regarding your event:

(For some items additional forms will need to be filled out and submitted with the application. The following page gives more detail on what will need to be filled out.)

- ☒ 100 or more persons are expected in a single day
- ☒ Entry fee or admission is charged
- ☒ Concessions will be sold (Complete Item 10)
- ☐ Merchandise or other items are to be sold
- ☐ Selling or distributing 3 or more kegs/half barrels of fermented malt beverage or wine, or which intoxicating liquor will be served. (Complete Item 11)
- ☒ Fireworks, fires and hazardous activities will be provided
- ☐ We will be putting up tents larger than 250 square feet or tents that require stakes to be driven into the ground (Complete Item 9 - Permit Required-application must be submitted to the Fire Department 10 days prior to the event.)
- ☐ Overnight Camping

Please check any additional applicable items:

(If one or more of the following are expected, your event will need city council approval)

- ☒ 1,000 or more persons are expected in a single day
- ☐ Selling or distributing 6 or more kegs/half barrels of fermented malt beverage or wine (Complete Item 11)
- ☐ Alcohol will be served past sunset or 8:00 pm in the evening, whichever is later
- ☐ Alcohol will be served on the streets, sidewalks, alleys or boulevards
- ☒ The event will close city streets, alley, sidewalk or boulevard
- ☐ The event will require the alteration of park operational hours

APPROVALS (Office Use Only)

Special Events Committee/

Parks & Recreation Director:

Waterways and Parks Commission Approval Date:

City Council Approval Date:

Date:

1/26/2016

APPROVED

CLEARWATER WINTER EVENT

1. WASTE COLLECTION & RECYCLING PLAN

Waste Disposal and Recycling Plan: Use of City receptacles at both sites for garbage and recycling. Request for a group to follow parade to pick up trash left from spectators.

Concessions Disposal: City concessions will be sold at Hobbs Ice Center (full menu). City garbage and recycling receptacles will be used to capture waste.

Type of container products used at event: Recyclable.

2. EMERGENCY ACTION PLAN

Emergency Action Plan

All facilities have written emergency action plans in place.

First aid and emergency areas will be identified and set up at the following locations:

Parade: Main stage corner of W Grand and First Avenue and line-up area located at the County parking lot on Oxford Avenue.

Hobbs: Lobby, Club Viewing Room, and Outdoor Activity Area

Weather

Weather will be monitored by event organizers and City staff. The event will take place as scheduled even if there is rain, snow, etc... If the weather becomes severe or unmanageable, requiring the event to be cancelled, the media will be notified by the event organizer.

Emergency Vehicle Access

Emergency vehicles, police, fire, and ambulances are a part of the parade event and will be available for emergency situations as needed. Hobbs will have parking areas identified with barricades and access for emergency vehicles as identified on the facility traffic, pedestrian, and parking plan.

Communication Tools and Resources

City staff will have cell phones and department issued radio communications. Some volunteers may be issued a radio if determined necessary.

3. TRAFFIC CONTROL PLAN

Owen Park and Hobbs Ice Center traffic, pedestrian, and parking plans will be utilized. The event will have off-site parking agreements with neighboring businesses provided in writing. Letters will be sent to each business at least 4 weeks prior to the event. Additional parking will be authorized by Grace Lutheran Church, County of Eau Claire, UWEC, Pentecostal Assembly Church, and Menomonie Street Dental.

Neighbors, businesses, and residents will be notified in writing of the event and logistics as deemed necessary. Those impacted directly by the parade route will receive written notification by email and/or postal mail.

No private company will be contacted to provide parking or traffic management services

4. FIREARMS/CONCEALED CARRY PLAN

Locations: Firearms are prohibited at Hobbs Ice Center as posted at the main entrance. The parade spectators and participants will be located along the parade route on City sidewalks and streets. These areas are not posted and firearms may be concealed.

Admission/Donations: There will not be admission charged for this event. Hobbs Ice Center has controlled access into the main lobby and O'Brien Rink areas from the parking lot. City staff will be located near each entrance to monitor activity. The event information will not indicate "firearms prohibited", but the facility is posted at the main entrance.

Temporary Class B Picnic License: Alcohol will not be served at this event. The Hobbs Ice Center is posted as "firearms prohibited".

5. EVENT SCHEDULE

7:30am	Parade sign and cone reset
8:00am	Fireworks set up on Grand Avenue pedestrian bridge (bridge closed 8:00am-8:00pm)
12:00pm	WEAU set up on W Grand Avenue
3:00pm	Event set-up at Hobbs Ice Center
5:00pm – 5:09pm	Fireworks to kick-off parade
5:09pm-6:00pm	Parade from W. Grand Avenue to First Avenue, ending at Chippewa Street
6:00pm-7:00pm	Parade clean-up
6:00pm-8:00pm	Event at Hobbs Ice Center (915 Menomonie Street)
8:00pm-9:00pm	Hobbs event clean-up

***List of Activities Attached**

6. PROOF OF INSURANCE

Quote will be provided for our event 60 days prior to the event per insurance company policy (Capitol Indemnity Corporation – Scobie Group Eau Claire)). Payment request will be submitted to the Community Parks Association at that time. Certificate of Insurance will be provided upon receipt at least 14 days prior to the event.

7. MAPS OF EVENT

Attached

(Parade Route, Parade Line-up (previous year), Hobbs Site Map, Hobbs Booth Layout (previous year))

8. SPECIAL EVENT APPLICATION FEE

NOT APPLICABLE FOR THIS EVENT

9. TENT PERMIT

10. HEALTH DEPARTMENT FOOD SALES PERMIT

11. ALCOHOL APPLICATION

12. PHOENIX PARK AGREEMENT

13. PHOENIX PARK ALCOHOL REQUEST

Clearwater Winter Parade

Schedule of Events:

Parade at 5pm with Fireworks Kickoff (Grand Ave & 1st Ave)

Events to follow 6-8pm (Hobbs Ice Center)

Outdoor Events

O'Brien Rink (Skates Only)

Food (\$)

- ECPR Concessions

-Featured: Pizza & Pulled Pork
Sliders

Akervik Rink (Boots Only)

- Ice Games (6:00-7:55 PM)
- Ice Bowling
- Target Shooting
- Steal the Puck

- Interactive Kubb Demo

- Karate Demo

- S'more's & Hot Chocolate
- Fire Pits

- Music provided by
Rock N' Roll to Go

- Visit Eau Claire Fun Patrol
- Animals
- Horse-drawn Trail Rides

- Figure Skate Exhibition (6:00-6:30 PM)

-by Eau Claire Figure Skating Club

- Open Skating w/ Free Skate Rental (6:30-7:55 PM)
- Chuck a Puck Contest (8:00 PM)

Club Viewing Room

- Kids' Corner (6-8 PM)

-Cookie Decorating, Coloring Pages
-Ornament & Holiday Craft Making

Ice Center Lobby

- Celebration Headquarters
- Chuck A Puck Sales (6:00-7:55 PM)
- First Aid Station
- Parks & Rec Youth Scholarship Donations
- Activity Booths
- Toys for Tots Collection

Hughes Rink (Boots Only)

- Open Broomball (6:00-7:55 PM)
- Open Dodgeball (6:00-7:55 PM)



LEADER-TELEGRAM
Your Newspaper Your Community



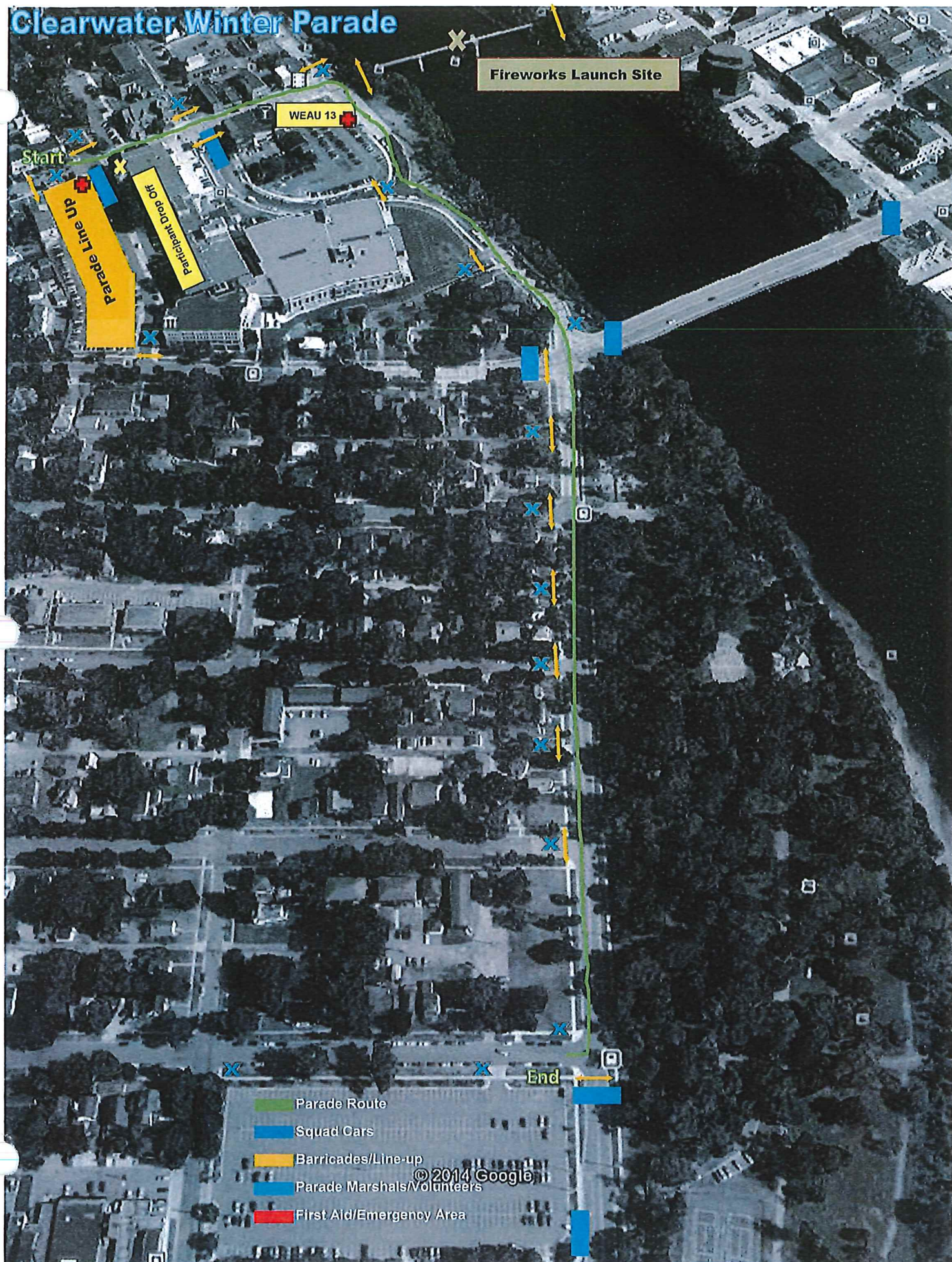
MJ Johnson
Adding Value to Everything We Do

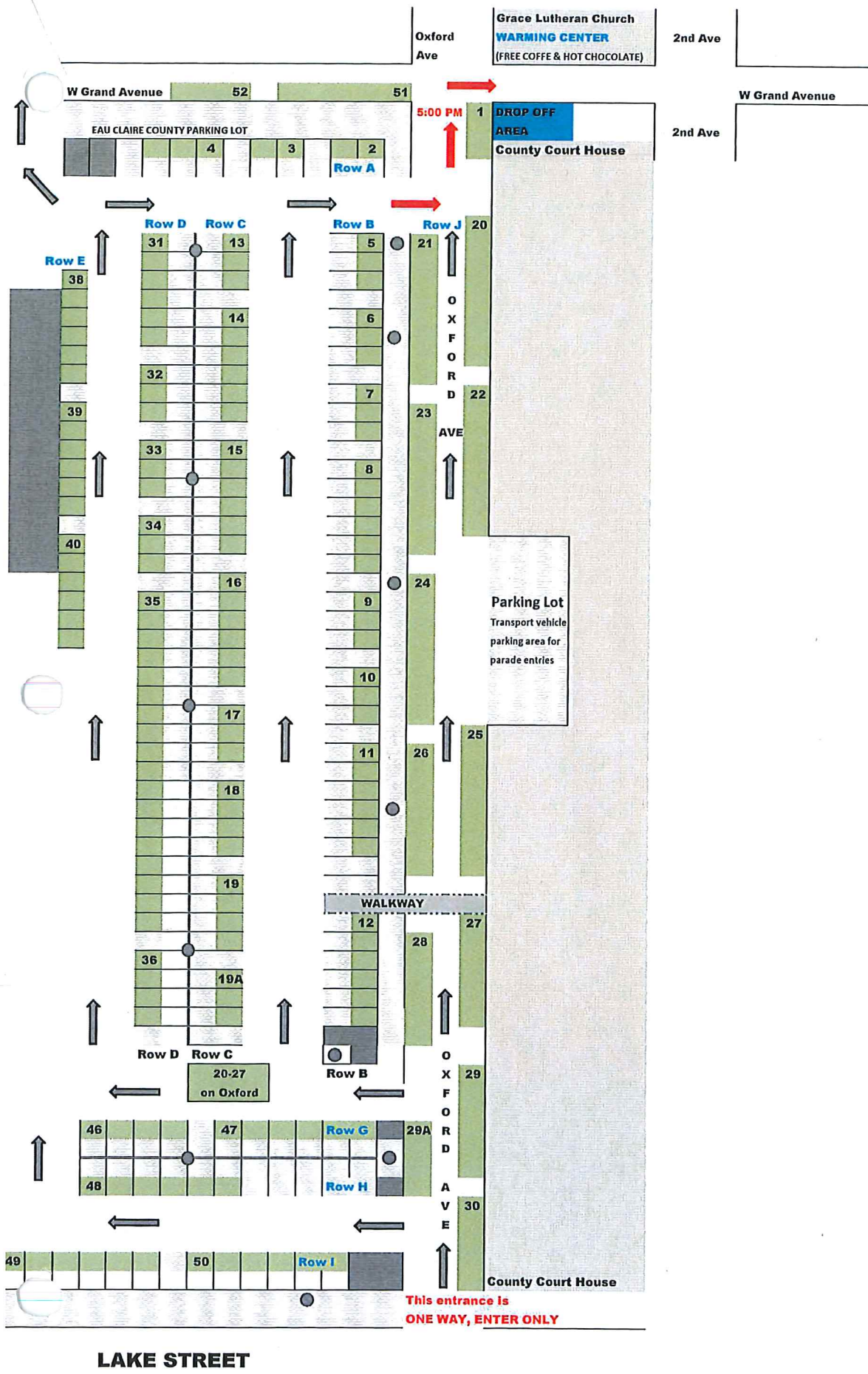
Mega!
West Grand Avenue
Business District

iHeartRADIO

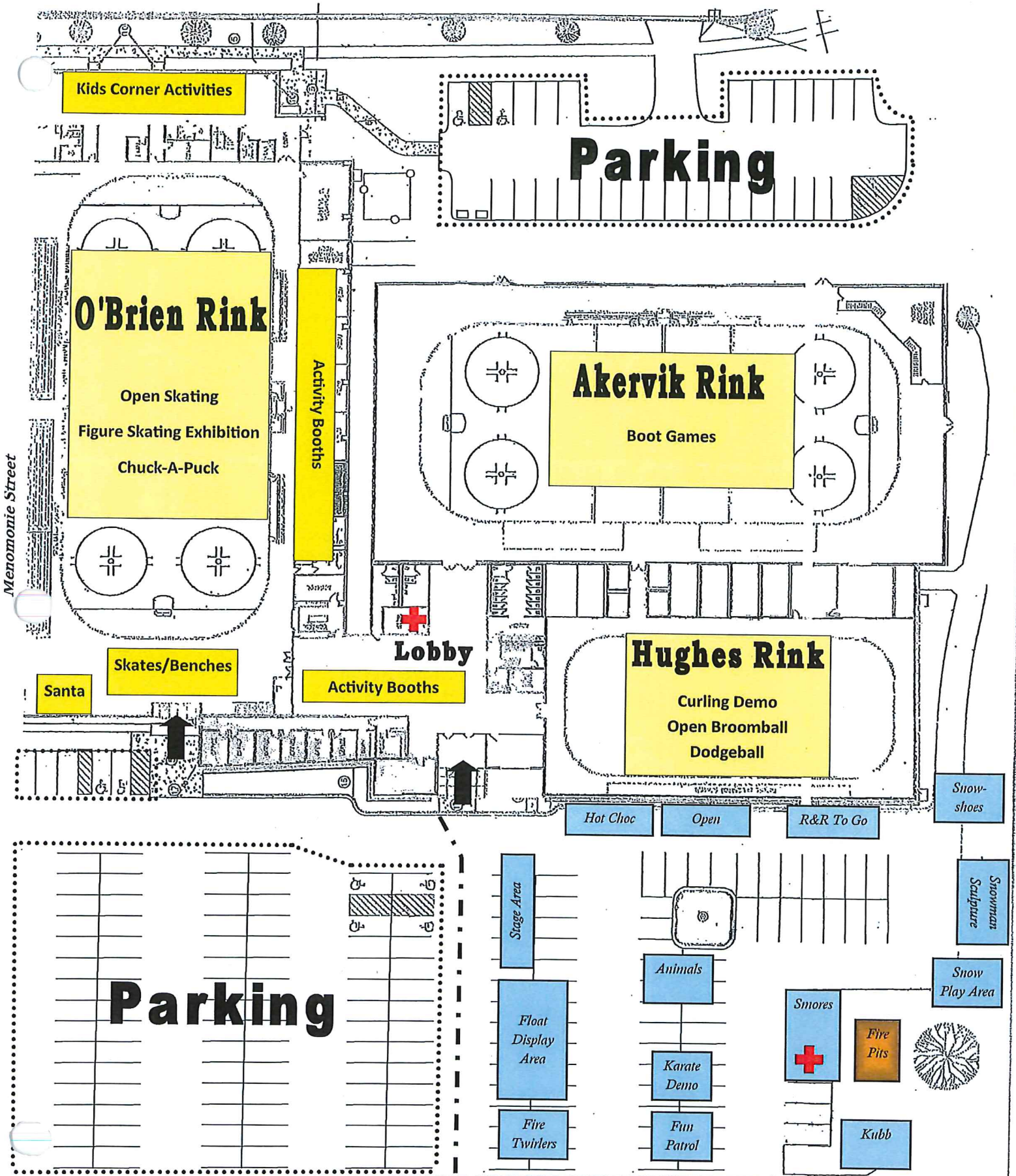
Parade Presented by: **Community Parks Association**

Clearwater Winter Parade





9th Avenue



Menomonic Street

Parking

Parking

O'Brien Rink

Open Skating
Figure Skating Exhibition
Chuck-A-Puck

Activity Booths

Akervik Rink

Boot Games

Lobby

Hughes Rink

Curling Demo
Open Broomball
Dodgeball

Hot Choc

Open

R&R To Go

Snow-shoes

Snowman Sculpture

Snow Play Area

Smores

Fire Pits

Kubb

Carriage Rides

Stage Area

Float Display Area

Fire Twirlers

Animals

Karate Demo

Fun Patrol

10th Avenue



= Entrance



= First Aid Station

CLEARWATER EVENT BOOTH LAYOUT

1 Eau Claire Parks, Recreation & Forestry - INFO (RISERS)

2 Smiles in Motion Pediatric Dentistry

3 Toys for Tots

4 Eau Claire Childrens Theater

5A Concessions (Pork Sliders) (electric needed)

5B Concessions (Pizza Slices) (electric needed)

6 Eau Claire YMCA

7 Eau Claire Recreation & Fairfax Pool

8 First Aid Station

9 Miracle League (electric needed)

10 Action City & Chaos Waterpark

11 Karate American

12 Eau Claire Music School

13 UW Organ & Tissue Donation

14 Hu Hot Mongolian Grill

15 Leader Telegram

16 City of Eau Claire Police Department

17 Eau Claire Figure Skating

18 Eau Claire Curling Club

19 Eau Claire Health Department

20 available

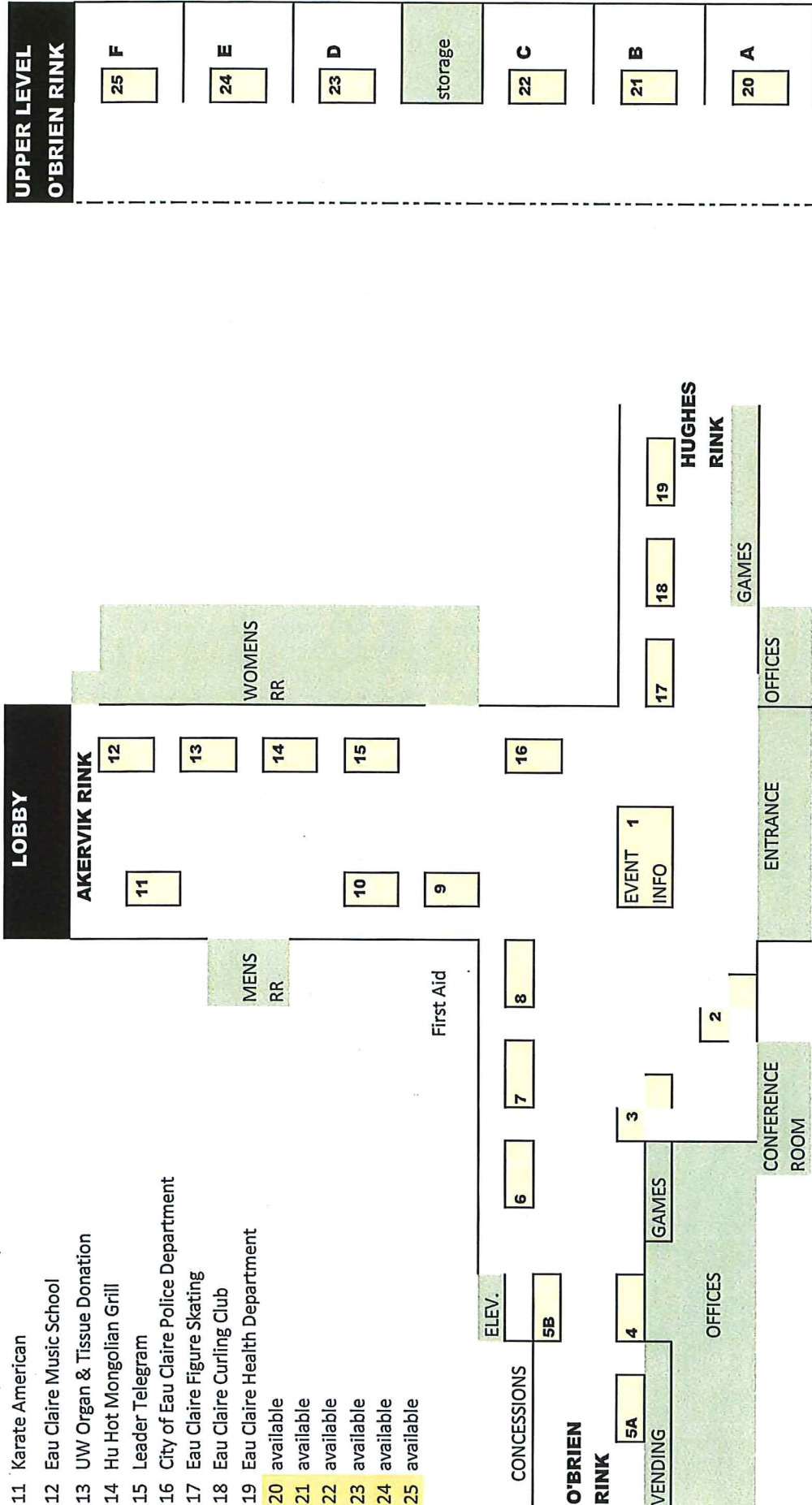
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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/03/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Allied Specialty Insurance, Inc. 10451 Gulf Blvd Treasure Island, FL 33706-4814 1-800-237-3355	CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS: FAX (A/C, No): INSURER(S) AFFORDING COVERAGE INSURER A: T.H.E. Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	NAIC # 12866
INSURED Zambelli Fireworks MFG Co Inc etal 20 South Mercer Street New Castle, PA 16101		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC			CPP0103167-02	02/01/2015	02/01/2016	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$N/A PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$N/A PRODUCTS - COMP/OP AGG \$2,000,000
	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			CPP0103167-02	02/01/2015	02/01/2016	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB DED RETENTION \$	<input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE		ELP0011081-02	02/01/2015	02/01/2016	EACH OCCURRENCE \$9,000,000 AGGREGATE \$9,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A		WCP0005125-003 Coverage is afforded in the State(s) of: AZ, CO, CT, DE, FL, GA, IL, IN, KY, LA, MD, MI, MN, MO, NC, NE, NJ, NM, NV, NY, OR, PA, SC, SD, TN, TX, UT, VA & WI. Policy does not provide disability benefits in New York	02/01/2015	02/01/2016	<input checked="" type="checkbox"/> WC STATUTORY LIMITS OTH-ER E.I. EACH ACCIDENT \$1,000,000 E.I. DISEASE - EA EMPLOYEE \$1,000,000 E.I. DISEASE - POLICY LIMIT \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Display Date: 12/19/2015

Rain Date: n/a

Location: Grand Ave. Pedestrian bridge

RE: General Liability, the following are named as additional insured in respects to the operation of the named insured only:

City of Eau Claire; Eau Claire Parks and Recreation Dept.

CERTIFICATE HOLDER

Clearwater Winter Parade
915 Menomonie Street
Eau Claire, WI 54703

511875

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTI

Carol A. Sena

reserved.